DOCUMENT RESUME

ED 263 922 IR 051 351

AUTHOR Lane, Margaret T., Comp.
TITLE A Guide to the Documents on Documents Collection, 1980-1983.
INSTITUTION American Library Association, Chicago, Ill. Government Documents Round Table.
PUB DATE 10 Oct 85
NOTE 37p.; For the 1973-1979 guide and collection, see ED 247 939-940; for the 1980-1983 collection, see IR 051 352.
AVAILABLE FROM Margaret T. Lane, Lane, Fertitta, Lane & Tullos, P.O. Box 3335, Baton Rouge, LA 70821 ($3.00 prepaid).
PUB TYPE Guides - Non-Classroom Use (055) -- Reference Materials - General (130)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS *Depository Libraries; *Government Publications; Library Administration; Library Collections; Library Guides; *Reference Materials; *State Government; State Legislation; State Libraries; State Programs
IDENTIFIERS *Library Procedures

ABSTRACT

This user's guide to the "Documents on Documents Collection" describes 166 documents gathered during 1980-1983. The collection includes documents produced by the various state document distribution centers (usually the state library), for use by administrators of depository programs, state employees, documents librarians, and government planners and researchers. The guide and collection, when used together, are intended to help increase the use of state government publications. The guide has two major sections: the first arranges the items by state and then by category, and the second arranges the same entries first by broad category and then by state. The categories include: (1) bibliographies of bibliographies and reference tools; (2) letters of transmittal and commentaries; (3) depository contracts; (4) forms and form letters; (5) labels; (6) legislation and legal materials; (7) mailing lists, lists of depository libraries, and lists of advisory councils; (8) manuals; (9) procedural guidelines; (10) promotional materials; (11) selection lists and basic or core lists; (12) shipping lists; and (13) studies, surveys, workshops, and miscellaneous. Definitions and cross-references are provided for each category. An index to the individual authors and distinctive titles complete the guide. (Author/THC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

[ ] Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

A GUIDE TO
THE DOCUMENTS ON DOCUMENTS COLLECTION
1980 - 1983

ED263922

IR051351

STATE AND LOCAL DOCUMENTS TASK FORCE
GOVERNMENT DOCUMENTS ROUND TABLE
AMERICAN LIBRARY ASSOCIATION

BEST COPY AVAILABLE

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Donna Kitta

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

A GUIDE TO
THE DOCUMENTS ON DOCUMENTS COLLECTION
1980 - 1983

Compiled by Margaret T. Lane

FOR THE
STATE AND LOCAL DOCUMENTS TASK FORCE
GOVERNMENT DOCUMENTS ROUND TABLE
AMERICAN LIBRARY ASSOCIATION

Corrected Copy, October 10, 1985

1984

Cover design adapted from work by Katherine Adams, formerly with the Texas State Publications Clearinghouse, Texas State Library. The Task Force appreciates the courtesy of the Texas State Library in permitting the use of this design.

CONTENTS

Introduction - 1

Section 1 -- The States - 5

Section 2 -- The Topics - 17

A. Bibliographies - 19

B. Letters and commentaries - - - - - - - - - - - - - - - - - 19

C. Depository contracts - - - - - - - - - - - - - - - - - - - 20

D. Forms and form letters - - - - - - - - - - - - - - - - - - 20

E. Labels - 22

F. Legislation and legal materials - - - - - - - - - - - - - 22

G. Mailing lists - 24

H. Manuals - 25

I. Procedural guidelines - - - - - - - - - - - - - - - - - - 26

J. Promotional materials - - - - - - - - - - - - - - - - - - 26

K. Selection lists and basic lists - - - - - - - - - - - - - 27

L. Shipping lists - 28

M. Studies, surveys and workshops - - - - - - - - - - - - - 28

Index - 33

INTRODUCTION

The Documents on Documents Collection, a service of the State and Local Documents Task Force, consists of materials used in the administration of state documents depository programs. The criteria used for selection are very broad -- anything that a state wishes to submit -- with the result that medley of items relating to state documents is found in the collection.

This guide to the 1980-1983 portion of the collection has been prepared to accompany the items that are circulated in their original format. The guide, and the collection itself, supplement the 1973-1979 guide and collection that will be available in microfiche. Users are referred to the earlier guide for a history of the collection and the names of the many members of the Task Force who worked on the maintenance and listing of the collection in its first years.

Arrangement and Entries

The arrangement is the same as that in the earlier guide. The first section is alphabetical by state and the second is by broad topics. Each item is identified by the two-letter postal designation and the letter for the topic. For example, in AK:B1, AK stands for Alaska and B for commentary or letter. A separate identifier has been made for each item, continuing the numbering from the earlier guide. Thus AK:B1 is the second letter from Alaska, the first having been designated AK:B.

Contents

Contributions from thirty-one states are included in the 1980-1983 collections. States having entries with multiple items are marked by an asterisk.

Alaska	1	Kansas	7	North Carolina	9
Arizona	3	Louisiana	1*	North Dakota	2
Arkansas	1	Maine	4	Rhode Island	3
California	3	Maryland	1	South Carolina	1
Connecticut	1	Mississippi	1	Tennessee	6
Florida	2	Missouri	5	Texas	9
Georgia	3	Nebraska	13	Virgin Islands	5
Hawaii	2	New Hampshire	6	Virginia	8
Illinois	10	New Jersey	4	Wisconsin	6
Indiana	7	New Mexico	12*	Wyoming	2
Iowa	26				

The total number of items is 164, not including the asterisked items with contents notes.

In the topical section, brief notes at the beginning of each section explain the scope of the section and cross-references reveal the contents of the manuals and miscellaneous publications.

The index is a key to the topical sections, to individual authors (names from correspondence are not included), and to distinctive titles.

Conclusion

Because the 1980-1983 guide is prepared at the same time as the 1973-1979 guide, and since both are available in paper format, many users will have copies of both guides. The introduction to the earlier guide gives a more complete explanation of the collection and the guides.

Margaret T. Lane (Chairman)
Committee on Reorganization of the
Documents on Documents Collection
State & Local Documents Task Force
Government Documents Round Table
American Library Association

SECTION 1 -- THE STATES

Key for State Abbreviations

Alabama	AL	Louisiana	LA	Ohio	OH
Alaska	AK	Maine	ME	Oklahoma	OK
Arizona	AZ	Maryland	MD	Oregon	OR
Arkansas	AR	Massachusetts	MA	Pennsylvania	PA
California	CA	Michigan	MI	Rhode Island	RI
Colorado	CO	Minnesota	MN	South Carolina	SC
Connecticut	CT	Mississippi	MS	South Dakota	SD
Delaware	DE	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Hawaii	HI	Nevada	NV	Vermont	VT
Idaho	ID	New Hampshire	NH	Virgin Islands	VI
Illinois	IL	New Jersey	NJ	Virginia	VA
Indiana	IN	New Mexico	NM	Washington	WA
Iowa	IA	New York	NY	West Virginia	WV
Kansas	KS	North Carolina	NC	Wisconsin	WI
Kentucky	KY	North Dakota	ND	Wyoming	WY

USER'S GUIDE TO
DOCUMENTS ON DOCUMENTS COLLECTION
1980-1983

Alaska

AK:B1 - Letter to Alaska depository librarians, May 5, 1980. 2 p. Attached: Memorandum to public information officers on immediate distribution of high-interest Alaskan publications, 17 April 1980 [and] General information concerning the Alaska state publications distribution center. 2 p.

Arizona

AZ:J - Arizona State University libraries, government documents service. Received 1983. Folder.

AZ:J1 - Arizona government publications, Arizona State University Libraries. Received 1983. Folder.

AZ:M2 - Arizona documents; a guide to library resources. Arizona State University. 1982. 15 p.

Arkansas

AR:F - Acts 1979, no. 489. 11 p.

California

CA:B3 - Letter from Richard H. Nicoles, California State Library on checklist automation project, December 11, 1979. 3 p. Enclosure: Questionnaire. 1 p.

CA:M4 - California State Publications automates, by Dick Nicoles. From Newsletter, Government Publications Chapter, California Library Association, v. 3, no. 1, March 1978. 3 p.

CA:M5 - Distributing state publications: California state agency responsibilities under the Library Distribution Act, 1982. 21 p. Laid in: Depository library changes and corrections. 1982. 1 p.

Connecticut

CT:H - Manual for depository libraries. Received 1980. Various paging.

Florida

FL:D - Notice to subscriber of Florida Public Documents, 1979 annual list. 1 p.

FL:M - Florida public documents, workshop, October 28, 1977, pp. 1 13-15. [Pages 2 through 13 "included copies of the basic documents and guidelines of the Florida Depository Program which are on file in the 'Documents on Documents' set."]

Georgia

GA:D - Memorandum to departments on Act 1490, 1978, dated April 27, 1978. 1 p.

GA:F - H.B. 1431, 1978. 2 p.

GA:G - Mailing lists. Received 1980. 7 p.

Hawaii

HI:D - Form letter to state agencies requesting 15 copies. Received 1980. 1 p.

HI:F - Hawaii Revised Statutes, chaper 93: government publications. Received 1980. 1 p.

Illinois

IL:B1 - Choosing and acquiring Illinois state publications. Received 1980. 2 p.

IL:D8 - Packing sheet. Received 1980. 1 p.

IL:D9 - Request form addressed to issuing agencies. Received 1980. 1 p.

IL:D10 - Form for State Library response to requests. Received 1980. 1 p.

IL:G2 - Depository libraries in library systems in Illinois. rev. July 1979. 13 p. Laid in: Errata sheet, 790904 [and] Additions and corrections, 800222. 3 p.

IL:I1 - Instructions to depository libraries for Illinois state documents. rev. June 1977. 3 p.

IL:J - Your free ticket: the Illinois documents depository system, Illinois government information. Received 1980. Folder. (For Illinois public libraries.)

Illinois (continued)

IL:J1 - Documents. Received 1980. Folder (For Illinois state agencies.)

IL:M2 - Illinois legislative materials, prepared by Mary Jane MacDonald and Janet Lyons. rev. by Mary MacDonald, 1977. 1980. 5 p.

IL:M3 - Selected list of Illinois documents periodicals. 1980. 2 p.

Indiana

IN:A - Update on Indiana state documents, ILA-ILTA District Meeting, 1979. 4 p.

IN:B2 - Memo regarding the Documents Depository Act, sent to Governor Bowen from Marcelle K. Foote, April 24, 1973. 1 p.

IN:F4 - 1973 Laws, Public Law no. 27. 3 p.

IN:G - List of college and university libraries (for distribution of state documents, does not include BSU, ISU, PU & VU). Received 1980. 3 p.

IN:G1 - Indiana public libraries. Received 1980. 7 p.

IN:M - Docs law aid collection, by Patricia Matkovic. From Focus on Indiana Libraries, v. 31, no. 4, July/August 1977, p. 6.

IN:M1 - Indiana state documents lecture, September 21, 1979. 1 p.

Iowa

IA:C - Document depository application. 1979. 3 p.

IA:C1 - Document depository contract. 1979. 2 p.

IA:D - Form letter to depository libraries transmitting depository application, sample contract, and administrative rules. Received 1980. 2 p.

IA:D1 - Publication information form for use of state agencies. 1979. 1 p.

IA:D2 - Reproduction release form. 1979. 1 p.

IA:D3 - Request form to state agencies. 1980. 1 p.

IA:D4 - Claim form for use by depository libraries. 1979. 1 p.

IA:D5 - Agency contact report. Received 1980. 1 p.

IA:F2 - A Bill...House File 468, 1977. 3 p.

Iowa (continued)

IA:F3 - Code of Iowa, 1979, 303A.22-24. 1 p.

IA:F4 - An Act...Senate File 2100, 1978. 2 p.

IA:F5 - Iowa Administrative Code, chapter 1, Iowa library department. 1979. 3 p.

IA:F6 - Rationale for state document depository system (revised). Received 1980. 4 p.

IA:G - State document depository advisory council. Received 1980. 1 p.

IA:G1 - Depository libraries for Iowa documents. 1980. 1 p.

IA:J - The library depository center for Iowa publications. 1979. Folder.

IA:J1 - HF 468, state documents depository bill. Received 1980. Folder.

IA:K1 - Sample pages from proposed state documents of Iowa catalog and index. Received 1980. 9 p.

IA:K2 - Core list of Iowa documents. 1980. 3 p.

IA:L - Cumulated shipping list nos. 1-62. 1980. 55 p.

IA:L1 - Cumulated shipping list (explanation). Received 1980. 2 p.

IA:M1 - Questionnaire or evaluation form. Received 1980. 3 p.

IA:M2 - State government publications, agenda for a conference, September 18, 1979. 1 p.

IA:M3 - State government publications, agenda and registration blank for a conference, September 18, 1979. Folder.

IA:M4 - Library director Gerry Rowland displays some of the new government publications received.... Received 1980. Picture.

IA:M5 - The Spencer Public Library requests the pleasure of your company at a dedication ceremony.... Received 1980. 1 p.

Kansas

KS:H - State documents of Kansas: handbook. rev. 1980. 17 p.

KS:M - State documents of Kansas, list of classes. rev. July 1980. 17, 4 p.

KS:M1 - Selected government publications for the elementary school. 1978? 19 p. (School of Library Science, Emporia State University, monograph series number 1)

KS:M2 - Selected U.S. and Kansas publications for school and public libraries. 1980. 19 p. (School of Library Science, Emporia State University, monograph series number 2)

KS:M3 - Statistical data in Kansas state documents: a select annotated bibliography, by Bruce L. Flanders. 1981. 39 p. (School of Library Science, Emporia State University, monograph series number 3)

KS:M4 - United States and Kansas legislative publications. 1981. 30 p. (School of Library Science, Emporia State University, monograph series number 4)

KS;M5 - Candidates for state office, 1859-1908, by Margaret Briggs. 1981. 31 p. (School of Library Science, Emporia State University, monograph series number 5)

Louisiana

LA:M1 - Louisiana documents legislation revision workshop, September 18/19, 1980 [handouts] 7 pieces. Contents: (1) Agenda. 1 p.; (2) Louisiana documents distribution. Folder.; (3) Depository library law. 1 p.; (4) Proposal for a revision of the Louisiana documents distribution law. rev. 1980 Louisiana Library Association, Documents Committee. 3 p.; (5) Suggested regulations of the Recorder of State Documents. 3 p.; (6) Guidelines adopted by the State and Local Documents Task Force. August 25, 1980. State and Local Documents Task Force, Government Documents Round Table, American Library Association. 8 p.; (7) Proposed list of core collection basic Louisiana state publications. 2 p.

Maine

ME:D - Memorandum to all department and bureau heads, January 17, 1980. Attached: Copy of the state law. 2 p.

ME:D1 - Form for requesting listed publications from state agencies. Received 1981. 1 p.

ME:G - Shipping list for state documents. Received 1981. 1 p. [A list of libraries]

ME:I - Purpose of the WATS line; directions for operating the WATS line; Maine State Library interlibrary loan. Received 1981. 4 p.

Maryland

MD:F - House Bill 689, 1982, chapter 912. 9 p.

Minnesota

MN:B2 - Letter from Linda F. Montgomery, Legislative Reference Library, December 19, 1980 explaining Minnesota state government publication distribution, microfilming, and bibliographic information. 1 p.

MN:F4 - Minnesota Statutes 1976, sec. 3.195 and sec. 3.302, subd. 3. Received 1981. 1 p.

Mississippi

MS:G - Depository libraries for state government publications. Received 1980. 5 p.

Missouri

MO:H4 - Depository library handbook. January 1980. 28 p.

MO:H5 - State agency handbook, prepared by Maggie Johnson and Barbara Klempke. January 1980. 26 p.

MO:I - Missouri documents depository distribution [each sheet records an agency code, core documents for that code, and libraries receiving publications] Received 1980. 1 p.

MO:I1 - Distribution chart for specific agency code. Received 1980. 1 p.

MO:L - Missouri depository documents shipping list. Received 1980. 6 p.

Nebraska

NE:A - How does your garden grow? March 1980. 4 p. (NLC Documents bibliography, no. 2)

NE:B2 - Letter from Karen Lusk, Nebraska Library Commission, January 18, 1982, transmitting publications. 1 p.

NE:C1 - Application form, Nebraska state documents depository system, Received 1982. 1 p.

NE:C2 - Nebraska Library Commission and Depository Library Agreement. 11/81. 2 p.

Nebraska (continued)

NE:D3 - Nebraska publications clearinghouse information form. rev. 6/79. 2 p.

NE:F3 - Rules, regulations and standards. rev. 11/81. 2 p.

NE:F4 - Nebraska legislative information. 1/82. 2 p.

NE:I1 - Criteria for designating Nebraska state documents depository libraries [and] depository eligibility categories. Received 1982. 1 p.

NE:I2 - Nebraska state documents processing, flow chart. Received 1981. 1 p.

NE:J4 - Nebraska publications clearinghouse. Received 1981. Folder.

NE:J5 - Need answers? Check 'em out...at the library! Received 1981. 2 p.

NE:J6 - 471-2045 [describes services of the Nebraska Library Commission] 1977. Folder.

NE:J7 - State government publications for all Nebraskans; it's the law. 11/80. Folder.

New Hampshire

NH:C - Agreement. Received 1980. 1 p.

NH:D - Letter to state agencies asking them to check list of publications. 1979. 1 p.

NH:F1 - Section 3, chapter 130, laws of N.H., 1973. 2 p.

NH:G - New Hampshire state document depository libraries, as of 9/25/80. 1 p.

NH:L - N.H. state depository shipping list no. 85, May 16, 1980. 1 p.

NH:M - Minutes of meeting of N.H. depository libraries, March 22, 1977. 2 p.

New Jersey

NJ:C - Agreement between the New Jersey State Library... 1980. 6 p.

NJ:D2 - Memorandum: the depository network for New Jersey documents, from Robert Lupp, February 1, 1980. 3 p.

NJ:D3 - Form letter transmitting agreement to be signed by depository libraries. 1980. 1 p.

NJ:L - New Jersey documents depository shipment, #80-04, March 5, 1980. 2 p.

New Mexico

NM:D8 - New Mexico depository library evaluation form [draft] 198? 5 p.

NM:D9 - Letter from Sandy Faull, New Mexico State Library, to Depository Library Council members, May 14, 1981. 1 p.

NM:G4 - New Mexico Depository Library Council members, 1980-81. 1 p.

NM:G5 - New Mexico state documents depository libraries as of October 1, 1980 [and] New Mexico federal documents depository libraries. 2 p.

NM:I2 - Weeding policy for state publications in New Mexico, adopted April 1982. 1 p.

NM:J3 - New Mexico depository libraries. 1981. Map.

NM:K1- Memorandum to Depository Council members, from Kurt Adamson, chairman, on core collection proposal, August 28, 1980. 5 p.

NM:K 2 - Required core documents collection for New Mexico state documents depository libraries, adopted May 1981. 3 p.

NM:M7 - Letter from Sandy Faull, New Mexico State Library to state documents librarians, on reference workshop for state documents, September 8, 1980. 1 p. Enclosures: (1) New Mexico state documents reference material sent to depository libraries, list no. 2, September 1980; (2) Questions to state documents reference tools list no. 2. 2 p.; (3) Answer sheet to questions for state reference materials, list no. 2. 2 p.

NM:M8 - Annual report of Government Documents Department, July 1, 1979-June 30, 1980. September 1980. 5 p.

NM:M9 - Annual meeting of the New Mexico State Documents Depository Library Council, May 1, 1981; minutes. 2 p.

NM:M10 - New Mexico Library Association Documents Roundtable, fall meeting, "Information sources for the environmental sciences," October 3, 1980. Agenda and registration blank. 1 p.

North Carolina

NC:D - Telephone information request. Received 1980. 1 p.

NC:D1 - Invoice. Received 1980. 1 p.

NC:D2 - Monthly statistics form. Received 1980. 1 p.

NC:D3 - Visitors register. Received 1980. 1 p.

NC:D4 - Certification. Received 1980. 1 p.

NC:F3 - Chapter 591, session laws, 1979. 1 p.

NC:F4 - North Carolina General Statutes, 1979 supplement, sections 147-38, 147-50, 147-50.1. 1 p.

NC:G - Page 1 of mailing list of "Checklist of official North Carolina state publications." Received 1980. 1 p.

NC:M3 - North Carolina documents workshop program, March 28, 1979. 1 p.

North Dakota

ND:H - Administrative manual for North Dakota state document depository libraries. 1977. 8 p.

ND:M1 - Directory of state officials, agencies, boards and institutions of the state of North Dakota, 1979. 24 p.

Rhode Island

RI:F - H 7536, 1980, an act relating to state publications. 3 p. Attached: Explanation by the Legislative Council. 1 p. [and] State fiscal note. 1 p. (Handwritten note on front: Not passed.)

RI:M5 - Excerpts from Rhode Island Library Association Bulletin, July/August 1980, on the Governor's Conference "Umbrella Resolution." 8 p.

RI:M6 - Resolutions, with vote. Received 1980. 1 p.

South Carolina

SC:F3 - Calendar No. H. 2389, Reprint amended second time, January 15, 1980. 3 p.

Tennessee

TN:B1 - Letter from Winfield Dunn, Governor, to Dr. Billy M. Jones, President, Memphis State University, May 8, 1974, designating the University as a depository for state documents. 1 p.

TN:B2 - Letter from Ray Blanton, Governor, to Dr. Arthus H. DeRosier, Jr., President, East Tennessee State University, designating the Sherrod Library of the University as a depository for state documents, January 8, 1979. 1 p.

TN:D - Sample of memo that should be sent to all departments, boards, commissions, etc. periodically. Received 1980. 1 p.

TN:F - 12-6-106 through 12-6-115. Received 1980. 2 p.

TN:M - The use of Tennessee state government publications, by Gary R. Purcell. From Tennessee Librarian, Spring 1980, pp. 20-31.

TN:M1 - Tennessee state government publications in Tennessee academic and public libraries, by William C. Robinson. From Tennessee Librarian, Spring 1980, pp. 8-19.

Texas

TX:D6 - Form for answering requests for publications. 198? 1 p.

TX:D7 - Card for reporting contacts with agencies. 198? 1 card.

TX:H2 - Texas state documents depository program, manual of guidelines for Texas state agencies, compiled by Katherine Adams. July 1980 (2d printing September 1980) 57, 29 p.

TX:J2 - Texas State Library. Received 1980. Folder.

TX:L2 - Depository shipping list, shipment number 17, October 6, 1980. 2 p.

TX:L3 - Texas state documents cataloging supplement, no. 80-15, July 1980. 7 p.

TX:M5 - Texas state documents on microfiche. 1981. 9 p. Letter of tranmittal from Allan Quinn, March 25, 1981 is attached. 1 p.

TX:M6 - Introduction to basic Texas state documents reference, by Robert Walton. Received 1980. 7 p.

TX:M7 - Information available by county from selected Texas state documents, compiled by Katherine J. Adams. August 1979. 50 p. (Working paper No. 1.)

Virgin Islands

VI:D - Shipping list form. Received 1981. 1 p.

VI:D1 - Form acknowledging receipt of copies by the Bureau of Libraries. Received 1981. 1 p.

VI:D2 - Memorandum re new depository law procedures, dated July 14, 1977. 2 p.

VI:D3 - Memorandum re instructions and recommendations to V.I. government depository libraries, dated September 8, 1977. 2 p.

VI:F - Act No. , Bill no. 75000, 1977. 5 p.

Virginia

VA:D - State documents depository collection questionnaire. Received 1980. 4 p.

VA:G - Virginia state documents depositories. Received 1980. 1 p.

VA:G1 - Lists of out-of-state libraries receiving certain Virginia publications. Received 1980. 11 p.

VA:H - [Manual] Received 1980. 37 p.

VA:I - Proposed standards for state documents. Received 1980. 1 p.

VA:L - Non-depository periodicals. August 1980. 4 p.

VA:L1 - Virginia state documents not distributed, September 17, 1980. 2 p.

VA:L2 - Shipping list #505, September 19, 1980. 5 p.

Wisconsin

WI:D - Form letter to state agencies requesting publications. Received 1980. 1 p.

WI:F2 - 1979 Assembly Bill 215, 1979. 34 p. [pp. 27-34 are fiscal estimate worksheets]

WI:F3 - Assembly substitute amendment 1, to 1979 Assembly Bill 215. 9 p.

WI:L - Wisconsin document depository shipment 80-9, October 1980. 4 p.

Wisconsin (continued)

WI:M - Checklist exhibit. Received 1980. 8 p.

WI:M1 - List of publications available from Department of Administration, Document Sales and Distribution. 1980. 3 p.

Wyoming

WY:B1 - Comments on the present status of the state publications program in Wyoming, October 20, 1980. 1 p.

WY:M - The Kansas State Library's state publications program and its possible application in Wyoming; a report of the Western Council of State Libraries Continuing Education Staff Exchange visit, April 23-27, 1979, by Jerome B. Frobom, Wyoming State Library. May 21, 1979. 9 p.

SECTION 2 -- THE TOPICS

THE TOPICS

A. Bibliographies - 19

B. Letters and commentaries - - - - - - - - - - - - - - - 19

C. Depository contracts - - - - - - - - - - - - - - - - - 20

D. Forms and form letters - - - - - - - - - - - - - - - - 20

E. Labels - 22

F. Legislation and legal materials - - - - - - - - - - - - 22

G. Mailing lists - 24

H. Manuals - 25

I. Procedural guidelines - - - - - - - - - - - - - - - - - 26

J. Promotional materials - - - - - - - - - - - - - - - - - 26

K. Selection lists and basic lists - - - - - - - - - - - - 27

L. Shipping lists - 28

M. Studies, surveys and workshops - - - - - - - - - - - - 28

A. BIBLIOGRAPHIES

Included here are lists of bibliographies of state publications and lists of reference tools. Basic or core lists are included in Topic K (Selection Lists).

IN:A - Update on Indiana state documents, ILA-ILTA District Meeting, 1979. 4 p.

NE:A - How does your garden grow? March 1980. 4 p. (NLC Documents bibliography, no. 2)

B. COMMENTARIES AND LETTERS

Most of the letters and memoranda included here are substantive. Letters of transmittal are no longer in the collection.

AK:B1 - Letter to Alaska depository librarians, May 5, 1980. 2 p. Attached: Memorandum to public information officers on immediate distribution of high-interest Alaskan publications, 17 April 1980 [and] General information concerning the Alaska state publications distribution center.

CA:B3 - Letter from Richard H. Nicoles, California State Library on checklist automation project, December 11, 1979. 3 p. Enclosure: Questionnaire. 1 p.

IL:B1 - Choosing and acquiring Illinois state publications. Received 1980. 2 p.

IN:B2 - Memo regarding the Documents Depository Act, sent to Governor Bowen from Marcelle K. Foote, April 24, 1973. 1 p.

MN:B2 - Letter from Linda F. Montgomery, Legislative Reference Library, December 19, 1980 explaining Minnesota state government publication distribution, microfilming, and bibliographic information. 1 p.

NE:B2 - Letter from Karen Lusk, Nebraska Library Commission, January 18, 1982, transmitting publications. 1 p.

TN:B1 - Letter from Winfield Dunn, Governor, to Dr. Billy M. Jones, President, Memphis State University, March 8, 1974, designating the University as a depository for state documents. 1 p.

TN:B2 - Letter from Ray Blanton, Governor, to Dr. Arthur H. DeRosier, Jr., President, East Tennessee State University, designating the Sherrod Library of the University as a depository for state documents, January 8, 1979. 1 p.

WY:B1 - Comments on the present status of the state publications program in Wyoming, October 20, 1980. 1 p.

C. DEPOSITORY CONTRACTS

Both preliminary applications and final contracts are included here.

Cross-references:

CT:H - Request to become a depository
CT:H - State documents depository contract
KS:H, p. 12 - Contracts

IA:C - Documents depository application. 1979. 3 p.

IA:C1 - Document depository contract. 1979. 2 p.

NE:C1 - Application form, Nebraska state documents depository system. Received 1982. 1 p.

NE:C2 - Nebraska Library Commission and Depository Library Agreement. 11/81. 2 p.

NH:C - Agreement. Received 1980. 1 p.

NJ:C - Agreement between the New Jersey State Library... 1980. 6 p.

D. FORMS AND FORM LETTERS

Forms to be completed and standard letters are included. Most forms are those used by the distribution center. Some are for use by depository libraries or by state agencies.

Cross-references:

AK:B1 - Form letter to state agencies
CA:M5, p. 8 - Printing requisition form
CT:H - Letter to agency representatives
CT:H - Form to accompany publications
KS:H, p. 6 - Claim form
MO:H4, p. 18 - Sample packing sheet
MO.H4, p. 20 - Sample claim form
ND:H, p. 7 - Order card for non-depository libraries
TX:H2, p. 14 - Monthly publications list
TX:H2, p. 16 - Notice of returns
TX:H2, p. 23 - Waiver form for state agencies

FL:D - Notice to subscribers of Florida Public Documents, 1979 annual list. 1 p.

GA:D - Memorandum to departments on Act 1490, 1978, dated April 27, 1978. 1 p.

D. FORMS AND FORM LETTERS (continued)

HI:D - Form letter to state agencies requesting 15 copies. Received 1980. 1 p.

IL:D8 - Packing sheet. Received 1980. 1 p.

IL:D9 - Request form addressed to issuing agencies. Received 1980. 1 p.

IL:D10 - Form for State Library response to requests. Received 1980. 1 p.

IA:D - Form letter to depository libraries transmitting depository application, sample contract, and administrative rules. Received 1980. 2 p.

IA:D1 - Publication information form for use of state agencies. 1979. 1 p.

IA:D2 - Reproduction release form. 1979. 1 p.

IA:D3 - Request form to state agencies. 1980. 1 p.

IA:D4 - Claim form for use by depository libraries. 1979. 1 p.

IA:D5 - Agency contact report. Received 1980. 1 p.

ME:D - Memorandum to all department and bureau heads, January 17, 1980. Attached: Copy of the state law. 2 p.

ME:D1 - Form for requesting listed publications from state agencies. Received 1981. 1 p.

NE:D3 - Nebraska publications clearinghouse information form. rev. 6/79. 2 p.

NH:D - Letter to state agencies asking them to check list of publications. 1979. 1 p.

NJ:D2 - Memorandum: the depository network for New Jersey documents, from Robert Lupp, February 1, 1980. 3 p.

NJ:D3 - Form letter transmitting agreement to be signed by depository libraries. 1980. 1 p.

NM:D8 - New Mexico depository library evaluation form [draft] 198? 5 p.

NM:D9 - Letter from Sandy Faull, New Mexico State Library, to Depository Library Council members, May 14, 1981. 1 p.

NC:D - Telephone information request. Received 1980. 1 p.

D. FORMS AND FORM LETTERS (continued)

NC:D1 - Invoice. Received 1980. 1 p.

NC:D2 - Monthly statistics form. Received 1980. 1 p.

NC:D3 - Visitors register. Received 1980. 1 p.

NC:D4 - Certification. Received 1980. 1 p.

TN:D - Sample of memo that should be sent to all departments, boards, commissions, etc. periodically. Received 1980. 1 p.

TX:D6 - Form for answering requests for publications. 198? 1 p.

TX:D7 - Card for reporting contacts with agencies. 198? 1 card.

VI:D - Shipping list form. Received 1981. 1 p.

VI:D1 - Form acknowledging receipt of copies by the Bureau of Libraries. Received 1981. 1 p.

VI:D2 - Memorandum re new depository law procedures, dated July 14, 1977. 2 p.

VI:D3 - Memorandum re instructions and recommendations to V.I. government depository libraries, dated September 8, 1977. 2 p.

VA:D - State documents depository collection questionnaire. Received 1980. 4 p.

WI:D - Form letter to state agencies requesting publications. Received 1980. 1 p.

E. LABELS

No labels submitted for the time span covered here.

F. LEGISLATION AND LEGAL MATERIALS

Remember that the legislation in the collection may not be current. Consult the codes and revised statutes for up-to-date legislation.

Bills, session laws, attorney general's opinions, proposed legislation, and rules and regulations are included here.

Cross-references:

CA:M5, p. 9 - Library Distribution Act
CA:M5, p. 12 - State Administrative Manual sections

F. LEGISLATION AND LEGAL MATERIALS (continued)

Cross-references: (continued)

CT:H - Law
MO:H4, p. 2 - Law
MO:H5, p. 3 - Law
TX:H2, p. 39 - Law
TX:H2, p. 43 - Rules and regulations

AR:F - Acts 1979, no. 489. 11 p.

GA:F - H.B. 1431, 1978. 2 p.

HI:F - Hawaii Revised Statutes, chapter 93: government publications. Received 1980. 1 p.

IN:F4 - 1973 Laws, Public Law no. 27. 3 p.

IA:F2 - A Bill...House File 468, 1977. 3 p.

IA:F3 - Code of Iowa, 1979, 303A.22-24. 1 p.

IA:F4 - An Act...Senate File 2100, 1978. 2 p.

IA:F5 - Iowa Administrative Code, chapter 1, Iowa library department. 1979. 3 p.

IA:F6 - Rationale for state document depository system (revised). Received 1980. 4 p.

MD:F - House Bill 689, 1982, chapter 912. 9 p.

MN:F4 - Minnesota Statutes 1976, sec. 3.195 and sec. 3.302, subd. 3. Received 1981. 1 p.

NE:F3 - Rules, regulations and standards. rev. 11/81. 2 p.

NE:F4 - Nebraska legislative information. 1/82. 2 p.

NH:F1 - Section 3, chapter 140, laws of N.H., 1973. 2 p.

NC:F3 - Chapter 591, session laws, 1979. 1 p.

NC:F4 - North Carolina General Statutes, 1979 supplement, sections 147-38, 147-50, 147-50.1. 1 p.

RI:F - H 7536, 1980, an act relating to state publications. 3 p. Attached: Explanation by the Legislative Council. 1 p. [and] State fiscal note. 1 p. (Handwritten note on front: Not passed.)

F. LEGISLATION AND LEGAL MATERIALS (continued)

SC:F3 - Calendar No. H. 2389, Reprint amended second time, January 15, 1980. 3 p.

TN:F - 12-6-106 through 12-6-115. Received 1980. 2 p.

VI:F - Act No. , Bill no. 75000, 1977. 5 p.

WI:F2 - 1979 Assembly Bill 215, 1979. 34 p. [pp. 27-34 are fiscal estimate worksheets]

WI:F3 - Assembly substitute amendment 1, to 1979 Assembly Bill 215. 9 p.

G. MAILING LISTS

This category includes mailing lists for the state checklist and for depository libraries. Lists of depository libraries are included here whether or not the library addresses are given. Also included are maps locating the depository libraries in the state.

Cross-references:

CA:M5, p. 15 - List of depository libraries
CT:H - List of depository libraries and map
KS:H, p. 16 - List of depositories
MO:H4, p. 4 - State documents depository libraries
MO:H5, p. 4 - Depository libraries and map
TX:H2, p. 49 - Depository libraries

GA:G - Mailing lists. Received 1980. 7 p.

IL:G2 - Depository libraries in library systems in Illinois. rev. July 1979. 13 p. Laid in: Errata sheet, 790904 [and] Additions and corrections, 800222

IN:G - List of college and university libraries (for distribution of state documents, does not include BSU, ISU, PU & VU). Received 1980. 3 p.

IN:G1 - Indiana public libraries. Received 1980. 7 p.

IA:G - State document depository advisory council. Received 1980. 1 p.

IA:G1 - Depository libraries for Iowa documents. 1980. 1 p.

ME:G - Shipping list for state documents. Received 1981. 1 p. [A list of libraries]

G. MAILING LISTS (continued)

MS:G - Depository libraries for state government publications. Received 1980. 5 p.

NH:G - New Hampshire state document depository libraries, as of 9/25/80. 1 p.

NM:G4 - New Mexico Depository Library Council members 1980-81. 1 p.

NM:G5 - New Mexico state documents depository libraries as of October 1, 1980 [and] New Mexico federal documents depository libraries. 2 p.

NC:G - Page 1 of mailing list of "Checklist of official North Carolina state publications." Received 1980. 1 p.

VA:G - Virginia state documents depositories. Received 1980. 1 p.

VA:G1 - Lists of out-of-state libraries receiving certain Virginia publications. Received 1980. 11 p.

H. MANUALS

The more substantial procedural guides are listed here; usually they are ten pages or more. Some are directed toward state agencies and some, toward depository libraries.

Cross-references: See Topic I (Procedural Guidelines) for additional examples of information similar to that included in manuals.

CT:H - Manual for depository libraries. Received 1980. Various paging.

KS:H - State documents of Kansas: handbook. rev. 1980. 17 p.

MO:H4 - Depository library handbook. January 1980. 28 p.

MO:H5 - State agency handbook, prepared by Maggie Johnson and Barbara Klempke. January 1980. 26 p.

ND:H - Administrative manual for North Dakota state document depository libraries. 1977. 8 p.

TX:H2 - Texas state documents depository program, manual of guidelines for Texas state agencies, compiled by Katherine Adams. July 1980 (2d printing September 1980) 57, 29 p.

VA:H - [Manual] Received 1980. 37 p.

I. PROCEDURAL GUIDELINES

These are the short, often one page, statements on rules to be followed and guidelines to be observed. Formal rules and regulations are included in Topic F (Legislation and Legal Materials).

IL:I1 - Instructions to depository libraries for Illinois state documents. rev. June 1977. 3 p.

ME:I - Purpose of the WATS line; directions for operating the WATS line; Maine State Library interlibrary loan. Received 1981. 4 p.

MO:I - Missouri documents depository distribution [each sheet records an agency code, core documents for that code, and libraries receiving publications] Received 1980. 1 p.

MO:I1 - Distribution chart for specific agency code. Received 1980. 1 p.

NE:I1 - Criteria for designating Nebraska state documents depository libraries [and] depository eligibility categories. Received 1982. 1 p.

NE:I2 - Nebraska state documents processing, flow chart. Received 1981. 1 p.

NM:I2 - Weeding policy for state publications in New Mexico, adopted April 1982. 1 p.

VA:I - Proposed standards for state documents. Received 1980. 1 p.

J. PROMOTIONAL MATERIALS

These are publicity materials, mostly folders.

AZ:J - Arizona State University libraries, government documents service. Received 1983. Folder.

AZ:J1 - Arizona government publications, Arizona State University Libraries. Received 1983. Folder.

IL:J - Your free ticket; the Illinois documents depository system, Illinois government information. Received 1980. Folder. (For Illinois public libraries.)

IL:J1 - Documents. Received 1980. Folder. (For Illinois state agencies.)

J. PROMOTIONAL MATERIALS (continued)

IA:J - The library depository center for Iowa publications. 1979. Folder.

IA:J1 - HF 468, state documents depository bill. Received 1980. Folder.

NE:J4 - Nebraska publications clearinghouse. Received 1981. Folder.

NE:J5 - Need answers? Check 'em out...at the library! Received 1981. 2 p.

NE:J6 - 471-2045 [describes services of the Nebraska Library Commission] 1977. Folder

NE:J7 - State government publications for all Nebraskans; it's the law. 11/80. Folder

NM:J3 - New Mexico depository libraries. 1981. Map.

TX:J2 - Texas State Library. Received 1980. Folder.

K. SELECTION LISTS

This topic includes lists from which partial depositories make their selections. Core, or basic lists and price lists are included here.

Cross-references:

CT:H - Item selection list
LA:M1-7 - Proposed core collection
MO:H4, p. 8 - Core documents
MO:H5, p. 8 - Core documents

IA:K1 - Sample pages from proposed state documents of Iowa catalog and index. Received 1980. 9 p.

IA:K2 - Core list of Iowa documents. 1980. 3 p.

NM:K1 - Memorandum to Depository Council members, from Kurt Adamson, chairman, on core collection proposal, August 28, 1980. 5 p.

NM:K2 - Required core documents collection for New Mexico state documents depository libraries, adopted May 1981. 3 p.

L. SHIPPING LISTS

Lists that are titled shipping lists, or presumably intended as a record of materials distributed, are included here.

Cross-references:

CT:H - Shipping list
KS:H, p. 17 - Shipping list
MO:H4, p. 18 - Shipping list

IA:L - Cumulated shipping list nos. 1-62. 1980. 55 p.

IA:L1 - Cumulated shipping list (explanation). Received 1980. 2 p.

MO:L - Missouri depository documents shipping list. Received 1980. 6 p.

NH:L - N.H. state depository shipping list no. 85, May 16, 1980. 1 p.

NJ:L - New Jersey documents depository shipment, #80-04, March 5, 1980. 2p.

TX:L2 - Depository shipping list, shipment number 17, October 6, 1980. 2 p.

TX:L3 - Texas state documents cataloging supplement, no. 80-15, July 1980. 7 p.

VA:L - Non-depository periodicals. August 1980. 4 p.

VA:L1 - Virginia state documents not distributed, September 17, 1980. 2 p.

VA:L2 - Shipping list #505, September 19, 1980. 5 p.

WI:L - Wisconsin document depository shipment 80-9, October 1980. 4 p.

M. STUDIES, SURVEYS AND WORKSHOPS

The publications listed here are, for the most part, not prepared by the state distribution center but by various committees or individuals. Items that do not fit easily into one of the other categories are included here.

Cross-reference:

AK:B1 - Sample radio spot

M. STUDIES, SURVEYS AND WORKSHOPS (continued)

AZ:M2 - Arizona documents: a guide to library resources. Arizona State University. 1982. 15 p.

CA:M4 - California State Publications automates, by Dick Nicoles. From Newsletter, Government Publications Chapter, California Library Assn, v. 3, no. 1, March 1978. 3 p.

CA:M5 - Distributing state publications: California state agency responsibilities under the Library Distribution Act. 1982. 21 p. Laid in: Depository library changes and corrections. 1982. 1 p.

FL:M - Florida public documents, workshop, October 28, 1977. pp. 1, 13-15. [Pages 2 through 13 "included copies of the basic documents and guidelines of the Florida Depository Program which are on file in the 'Documents on Documents' set."]

IL:M2 - Illinois legislative materials, prepared by Mary Jane MacDonald and Janet Lyons. rev. by Mary MacDonald, 1977. 1980. 5 p.

IL:M3 - Selected list of Illinois documents periodicals. 1980. 2 p.

IN:M - Docs law aid collection, by Patricia Matkovic. From Focus on Indiana Libraries, v. 31, no. 4, July/August 1977, p. 6

IN:M1 - Indiana state documents lecture, September 21, 1979. 1 p.

IA:M1 - Questionnaire or evaluation form. Received 1980. 3p.

IA:M2 - State government publications, agenda for a conference, September 18, 1979. 1 p.

IA:M3 - State government publications, agenda and registration blank for a conference, September 18, 1979. Folder.

IA:M4 - Library director Gerry Rowland displays some of the new government publications received.... Received 1980. Picture.

IA:M5 - The Spencer Public Library requests the pleasure of your company at a dedication ceremony.... Received 1980. 1 p.

KS:M - State documents of Kansas, list of classes. rev. July 1980. 17, 4 p.

KS:M1 - Selected government publications for the elementary school. 1978? 19 p. (School of Library Science, Emporia State University, monograph series number 1)

KS:M2 - Selected U.S. and Kansas publications for school and public libraries. 1980. 19 p. (School of Library Science, Emporia State University, monograph series number 2)

M. STUDIES, SURVEYS AND WORKSHOPS (continued)

KS:M3 - Statistical data in Kansas state documents: a select annotated bibliography, by Bruce L. Flanders. 1981. 39 p. (Emporia State University, School of Library Science, monograph series number 3)

KS:M4 - United States and Kansas legislative publications. 1981. 30 p. (School of Library Science, Emporia State University, monograph series number 4)

KS:M5 - Candidates for state office, 1859-1908, by Margaret Briggs. 1981. 31 p. (School of Library Science, Emporia State University, monography series number 5)

LA:M1 - Louisiana documents legislation revision workshop, September 18/19, 1980 [handouts] 7 pieces. Contents: (1) Agenda. 1 p.; (2) Louisiana documents distribution. Folder; (3) Depository library law. 1 p.; (4) Proposal for a revision of the Louisiana documents distribution law. rev. 1980. Louisiana Library Association, Documents Committee. 3 p.; (5) Suggested regulations of the Recorder of State Documents. 3 p.; (6) Guidelines adopted by the State and Local Documents Task Force. August 25, 1980. State and Local Documents Task Force, Government Documents Round Table, American Library Association. 8 p.; (7) Proposed list of core collection basic Louisiana state publications. 2 p.

NH:M - Minutes of meeting of N.H. depository libraries, March 22, 1977. 2 p.

NM:M7 - Letter from Sandy Faull, New Mexico State Library, to state documents librarians, on reference workshop for state documents, September 8, 1980. 1 p. Enclosures: (1) New Mexico state documents reference material sent to depository libraries, list no. 2, September 1980; (2) Questions to state documents reference tools list no. 2. 2 p.; (3) Answer sheet to questions for state reference materials, list no. 2. 2 p.

NM:M8 - Annual report of Government Documents Department, July 1, 1979-June 30, 1980. September 1980. 5 p.

NM:M9 - Annual meeting of the New Mexico State Documents Depository Library Council, May 1, 1981; minutes. 2 p.

NM:M10 - New Mexico Library Association Documents Roundtable, fall meeting, "Information sources for the environmental sciences, " October 3, 1980. Agenda and registration blank. 1 p.

NC:M3 - North Carolina documents workshop program, March 28, 1979. 1 p.

ND:M1 - Directory of state officials, agencies, boards and institutions of the state of North Dakota, 1979. 24 p.

M. STUDIES, SURVEYS AND WORKSHOPS (continued)

RI:M5 - Excerpts from Rhode Island Library Association Bulletin, July/August 1980, on the Governor's Conference "Umbrella Resolution." 8 p.

RI:M6 - Resolutions, with vote. Received 1980. 1 p.

TN:M - The use of Tennessee state government publications, by Gary R. Purcell. From Tennessee Librarian, Spring 1980, pp. 20-31.

TN:M1 - Tennessee state government publications in Tennessee academic and public libraries, by William C. Robinson. From Tennessee Librarian, Spring 1980, pp. 8-19.

TX:M5 - Texas state documents on microfiche. 1981. 9 p. Letter of transmittal from Allan Quinn, March 25, 1981 is attached. 1 p.

TX:M6 - Introduction to basic Texas state documents reference, by Robert Walton. Received 1980. 7 p.

TX:M7 - Information available by county from selected Texas state documents, compiled by Katherine J. Adams. August 1979. 50 p. (Working paper No. 1)

WI:M - Checklist exhibit. Received 1980. 8 p.

WI:M1 - List of publications available from Department of Administration, Document Sales and Distribution. 1980. 3 p.

WY:M - The Kansas State Library's state publications program and its possible application in Wyoming: a report of a Western Council of State Libraries Continuing Education Staff Exchange visit, April 23-27, 1979, by Jerome B. Frobom, Wyoming State Library. May 21, 1979. 9 p.

Index to
Individual Authors, Distinctive Titles, and
the General Topics in Section 2

Adams, Katherine, TX:H2, TX:M8
Advisory councils, G
Agreements, C
Annual report, NM:M8
Attorney general opinions, F

Basic lists, K
Bibliographies, A
Briggs, Margaret, KS:M5

Cataloging, H
Classification, H
Commentaries, B
Contracts, C
Core collections, K
Correspondence, B

Depository contracts, C
Depository libraries, maps, G
Depository library lists, G

Flanders, Bruce KS:M4
Forms, D
Frobom, Jerome B. WY:M

How does your garden grow, NE:A

Johnson, Maggie, MO:H5

Klempke, Barbara, MO:H5

Labels, E
Legal materials, F
Legislation, F

MacDonald, Mary, IL:M2
Mailing lists, G
Manuals, H
Maps, depository libraries, G
Matkovic, Patricia, IN:M

Need answers, NE:J5
Nicoles, Dick, CA:M4

Printing guides, I
Promotional materials, J
Proposed legislation, F
Publicity, J
Purcell, Gary R., TN:M

Reports, M
Robinson, William C., TN:M1
Rules and regulations, F

Selection lists, K
Shipping lists, L
Studies, M
Surveys, M

Walton, Robert, TX:M6
Workshops, M

Your free ticket, IL:J